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ABSTRACT

This book, which is designed for individuals in skilled trades and service occupations, contains 132 sample resumes for occupations in the following occupational categories: automotive and heavy equipment; construction and maintenance; customer service; hotel, restaurant, and food service; office; trades; warehouse, manufacturing, and electronics; and miscellaneous service occupations. Discussed in the introduction are the components of a good resume, 10 steps in creating a good resume, and hazards to avoid. The following are among the occupations for which resumes have been provided: driver, service writer, service technician, auto mechanic, vehicle maintenance supervisor, heavy equipment operator, construction worker, handyman, lead-based paint inspector, asbestos abatement specialist, park maintenance supervisor, maintenance foreman, customer services scheduler, airline ticketing agent, supermarket checker, telemarketer, salesperson, master cake decorator, cook, bartender, catering coordinator, hotel management trainee, front desk clerk, housekeeping supervisor, clerical office worker, administrative assistant, plumber, mechanic, machinist, millwright, firefighter, bookbinder, sign painter, warehouse worker/driver, inventory controller, electronics assembler, computer technician, paint process technician, internal union organizer, animal care worker, mail room worker, TV/radio advertising sales, drug and alcohol counselor, living skills instructor, nutritional consultant, cosmetologist, and esthetician. A "resume clinic" presents tough problems and creative solutions. Concluding the book are an index, directory of contributing resume writers, and information on related products/services. (MN)

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